



Weekly Timesheet

Wisewalk Resources Limited

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PLEASE COMPLETE AND RETURN THIS TIMESHEET NO LATER THAN 10.00AM
THE FOLLOWING MONDAY TO ENSURE SALARY PAYMENT THAT WEEK

PLEASE ENSURE IT IS SIGNED BY THE CLIENT'S REPRESENTATIVE

Name of Temporary Worker: Week commencing:

	START	LUNCH HOUR	FINISH	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

TOTAL HOURS WORKED:

SIGNATURE OF TEMPORARY WORKER: DATE:

NOTICE TO CLIENTS

We certify that the above-mentioned temporary worker has attended for employment with us at the stated times and to our satisfaction. We agree to be bound by Wisewalk Resources Limited Terms and Conditions.

Signed: Print Name:
Client Name: Client Address:
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IMPORTANT INFORMATION

Part 1 (White) return to Agency, Part 2 (Yellow) retained by Client, Part 3 (Pink) retained by Temporary Worker

TERMS AND CONDITIONS

PROVIDING EMPLOYMENT BUSINESS SERVICES FOR THE INTRODUCTION OF TEMP STAFF

1. These Terms and Conditions of Business are between WISEWALK RESOURCES LIMITED (hereinafter called the "Company") and the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 (hereinafter called the "Client") to which a Temporary Worker is provided.
2. These Terms and Conditions are deemed to be accepted by the Client by virtue of an interview or the engagement by the Client (which term includes employment or use whether under a contract of service for services or under an agency, licensee, franchise or partnership agreement) of a Temporary Worker introduced by the Company.
3. The Client agrees to pay the hourly charge of the Company advised at the time of booking. The Client agrees to verify and sign the Company timesheets each week. Signature of such time sheets by the Client constitutes acceptance that the Temporary Worker has worked satisfactorily for the hours indicated on the time sheet. Failure to sign the time sheet does not alter the Client's liability to pay for hours worked. Travelling, hotel or other expenses as may be agreed shall be itemised on the Company invoice in addition to this charge. These charges will be those in force at the time of the assignment and may be varied from time to time with immediate effect. Details of charges are available on application and are calculated on an hourly basis. VAT shall be in addition. The Company reserves the right to apply an administrative charge in respect of payment of expenses.
4. Charges which largely represent remuneration paid are invoiced weekly and are payable within 30 days of the Company invoice. In the event of late payment the Company reserves the right to claim statutory interest at 8% above the Bank of England base rate at the date the debt becomes overdue in accordance with the Late Payment of Commercial Debts (Interest) Act.
5. The Company assumes responsibility for payment of remuneration, deduction and payment of all statutory contributions in respect of Earning Related insurance and the administration of Schedule E income Tax (PAYE) applicable to the Temporary Worker as required by law.
6. The engagement or use by a Client of a Temporary Worker or former Temporary Worker introduced or supplied by the Company whether for a definite or indefinite period or the introduction of such Temporary Worker to any third party with a resulting engagement (or where applicable if the Temporary Worker has become incorporated under a limited company the engagement use or introduction of that limited company) renders the Client subject to either an introduction fee or a transfer fee or the option to have the Temporary Worker supplied for a specified extended period of time in accordance with terms and conditions allowed by the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
7. Whilst every effort is made by the Company to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from workers and further to provide them in accordance with booking details no liability will be accepted by the Company for any loss, expense, damage or delay arising from any failure to provide any particular Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Workers provided.
8. The Client undertakes to supervise the Temporary Worker(s) assigned to them sufficiently to ensure the Client's satisfaction with reasonable standards of workmanship. If the services of the Temporary Worker prove to be unsatisfactory the Client may terminate the assignment either by telling the Temporary Worker to leave the assignment immediately or by asking the Company to remove the Temporary Worker. The Company may in such circumstances reduce or cancel the charge for the time worked by that Temporary Worker provided that assignment ends:
 - a. within two hours of the worker commencing duties where the booking is for more than seven hours
 - or
 - b. within one hour for bookings of seven hours or less
 - and also provided
 - c. that verbal notification of the unsuitability of the Temporary Worker is confirmed in writing to the Company within 48 hours.
9. Temporary Workers engaged by the Company under contracts for services are deemed to be under the direction and control of the Client from the time the worker reports to take up duties and for the duration of the assignment and the Client agrees to be responsible for all acts, errors, omissions, losses, expenses, damages or delays be they wilful or negligent or through dishonesty, misconduct or lack of skill as though the Temporary Worker were on the payroll of the Client and the Client will in all respects comply with all statutes by-laws codes of practice and legal requirements to which the Client is ordinarily subject to in respect of the Client's own staff including in particular the provision of adequate Employers and Public Liability cover for the Temporary Worker during all assignments but excluding the matters specifically mentioned in Paragraph 5 above.
10. The Client shall indemnify and keep indemnified the Company against any costs, claims and liabilities incurred by the Company arising out of the assignment.
11. The Client is fully responsible for the safety of the candidate and agrees to adhere to the legal health and safety policies. The Client is also responsible for the Employers Liability and Public Liability insurance.
12. No variation can be made to these terms and conditions without the written consent of a director of the Company.
13. Temporary Drivers are supplied by the Company on the sole understanding that the Client holds an operators licence under the Transport Act 1968 when required.
14. As far as possible the Company will check the reference of drivers and will examine driving licences and permits including recent driving hours; notwithstanding this, the Client agrees to take direct responsibility for all statutory duties where applicable in respect of driving licences and permits, drivers' hours and records, the issue and collection of Tachograph cards, maintenance and safety of vehicles, Health and Safety regulations and road traffic and liability insurances, including but not limited to fully comprehensive insurance for the vehicle and its contents. Invoices cannot be made subject to Tachographs. The Client must check Tachographs and keep a copy before signing the timesheet. If the timesheet is signed the invoice must be paid. Drivers are booked for a minimum of 8 hours and the Client will be invoiced accordingly unless otherwise agreed in advance with the Company.
15. The Client shall on request permit the Company to inspect its Operators Licence and policies of insurance for the vehicles to be driven by the Temporary Worker.
16. To assist Clients in complying with the relevant provisions of the Transport Act, the Company agrees to provide the client upon request with such information as is available to the Company about any driving assignments carried out by the driver in the seven days immediately preceding the commencement of an assignment with the Client, provided the driver shall have worked for a Client of the Company during those seven days.

TEMPORARY WORKER CONTRACT

WISEWALK RESOURCES LIMITED (hereinafter called the "Company") employs the individual identified overleaf as a Temporary Worker. The Temporary Worker is responsible to ensure that both themselves and the Company are contracted to adhere to all legal requirements. No responsibility is accepted by the Company for injury or loss to either the Temporary Worker or any third party.

The Company undertake to pay the Temporary Worker the agreed pay rate multiplied by the hours signed for by the Client provided that this has been authorised by an official of the Company prior to the commencement of the term of employment and provided that the relevant weekly timesheet is received by 10.00am on the Monday which immediately follows the week of employment. Failure to submit an approved timesheet within this deadline may result in delayed payroll processing for that week and subsequent delays to payment of salary.

The Temporary Worker will receive a detailed payslip along with gross pay less deduction of both NI and tax at the applicable rate.

Should the Temporary Worker have any queries with regard to pay they may call the Company payroll department on 01722 421 422.